Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, May 9, 2013 – 4:00 pm
Owens Multipurpose Center

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Jolly, Sutherlin, Anderson, Kelly, Kent, and Torbert

MEMBERS EXCUSED: Pendergraft and Shahan

MEMBERS ABSENT: Sasseen

STAFF PRESENT: Whipp and Gilbert

Chair Jolly called the meeting to order at 4:00 p.m.
and declared a quorum present.

CONSENT AGENDA: The following items are considered to be routine by the McMahon Auditorium Authority and will be enacted with one motion. Should discussion be desired on an item, that item will be removed from the Consent Agenda prior to action and considered separately.

1. Consider approving minutes of April 11, 2013 meeting.
2. Consider accepting April financial reports.

MOTION by Sutherlin, with second by Kent to approve the consent agenda. Roll call results: Sutherlin, Anderson, Kent, and Torbert voted yes. MOTION CARRIED.

CHAIR'S REPORT
None

TREASURER'S REPORT
3. Consider approval process for periodic transfers into the Treasury Account. – Anderson reported that staff recommends maintaining a combined balance of $20,000.00 in the Ticket and Show accounts. His recommendation is to allow staff to transfer funds to the Treasury Account when the balance exceeds that amount. MOTION by Kent, with second by Sutherlin to approve transfer policy as stated. Roll call results: Sutherlin, Anderson, Kent, and Torbert voted yes. MOTION CARRIED.

COMMITTEES
No report

COORDINATOR'S REPORT
4. May, June and July Event Calendar – Whipp directed members to the calendar and reviewed upcoming events.

5. Repairs and Maintenance – Whipp reported routine maintenance.

ADMINISTRATOR'S REPORT
Whipp gave a brief overview of the Carson & Barnes Circus held at Elmer Thomas Park on May 7th. She reported that the COL co-sponsored the event and that the Auditorium was the advance ticket sales outlet with permission from Chair Jolly allowing ticket sales to be deposited into the Authority's account. Checks were then issued to the Circus, Chimera

Promotions for phone ticket sales, and the COL based on the ticket sales. She further reported that the transaction will be reflected on next month's financial reports. She stated that this project met one of the goals of the Authority's strategic plan which is to promote and assist in promoting events not in the Auditorium as well as Elmer Thomas Park. Sutherlin enquired about tracking events that receive support from the Authority stating that this documentation is useful when applying for grants for auditorium projects.

BUSINESS ITEMS

6. Consider Nominating Committee's recommendation for FY13-14 Slate of Officers effective 07/01/13: Chair - Jolly, VC - Sutherlin, and Secretary/Treasurer - Anderson. – Sutherlin noted no motion needed since it was the committee's recommendation and Kent called for the vote. Roll call results: Sutherlin, Anderson, Kent, and Torbert voted yes. MOTION CARRIED.

7. Consider approving vendor for the Stage Lighting Project. – Sutherlin reported two bids were received; one from Ford Audio & Video for $25,575.82 and the second from Sounds Impossible for $12,986.10. He reviewed the proposal evaluation criteria used to select the vendor stating Sounds Impossible received the highest score. Discussion ensued on what the upgrades encompass with Sutherlin providing an overview of installation and features relating to the project. MOTION by Kent, with second by Torbert to accept bid from Sounds Impossible for the stage lighting project. Roll call results: Sutherlin, Anderson, Kent, and Torbert voted yes. MOTION CARRIED.

NEW BUSINESS ITEM

Sutherlin asked Whipp to email the current list of priorities to board members and stated that he would like to review the list at the June meeting to see if any changes are needed.

OTHER BUSINESS

Sutherlin inquired about the impact the federal government's budget issues may have on Fort Sill hosting graduations at the auditorium. Kelly reported 1,000 students were assigned to Fort Sill this year and an additional 1,000 are anticipated over the next three years. He stated that Fort Sill does not have a facility large enough to accommodate the larger graduations and that any unit having 170 or more students meet the criteria to hold their graduation at the Auditorium. Whipp stated that the Blanket Purchase Agreement between Fort Sill and the COL is a five year agreement and expires December 2013. Kelly stated he would inquire if there are plans to renew the agreement.

ADJOURN

Chair Jolly adjourned the meeting at 4:25 p.m.

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Chair Date Approved